

## How to Access and Register for Preschool Training Through OCCRRA

1. Go to <https://ocrra.org/>
2. If you have an OCCRRA account already, click “Sign In” in the upper right-hand corner.
3. If you do not have an OCCRRA account already, click “Create Account” in the upper right-hand corner. Fill in the information to create an account. You will need to be able to access your email to confirm your account. After you have created and confirmed your account, sign in.
4. Click the green “Find Training” button on the upper right-hand side.
5. In the “Search Trainings – Title or Training ID” box, type “10066534”  
SEARCH TRAININGS

Title or Training ID

10066534

6. Click the green “Search” button.
7. Click “OK” if a warning screen pops up.
8. Click the green “Add to Cart” button.
9. Click “OK” if a warning screen pops up.
10. Click “Back to Results” on the left-hand side.
11. In the “Search Trainings – Title or Training ID” box, type “10066532”  
SEARCH TRAININGS

Title or Training ID

10066532

12. Click the green “Search” button.
13. Click “OK” if a warning screen pops up.
14. Click the green “Add to Cart” button.
15. Click “OK” if a warning screen pops up.
16. Click “Back to Results” on the left-hand side.
17. In the “Search Trainings – Title or Training ID” box, type “ST10063312”  
SEARCH TRAININGS

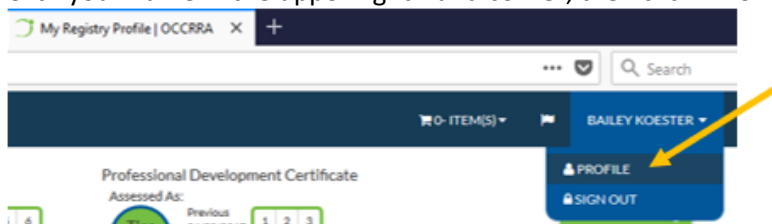
Title or Training ID

ST10063312

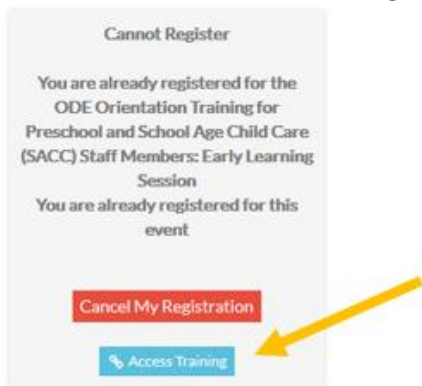
18. Click the green "Search" button.
19. Click the green "Add to Cart" button.
20. Click the red shopping cart icon at the top of the page. Then, click "View Cart".



21. Click the green "Checkout" button.
22. You should then see a page that says "Congratulations! Your order has been placed successfully." **DO NOT CLOSE THIS PAGE.**
23. Click your name in the upper right-hand corner, then click "Profile".



24. On the "Upcoming Trainings" tab, you will see all three trainings listed. Click the title of the training to begin the course.
25. Click "OK" if a warning box pops up.
26. Click on the blue "Access Training" button on the right-hand side.



27. Click the “Start” button in the lower right-hand corner.



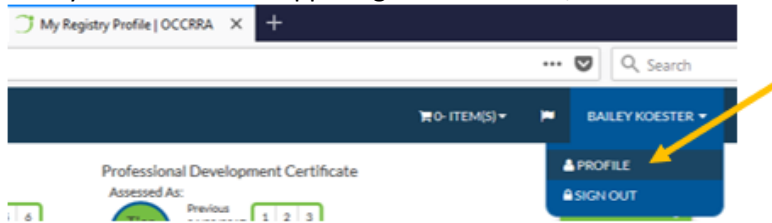
28. The course videos will begin to play.

29. Complete all three courses. You can stop, close out, come back, and resume where you left off.

30. After you have completed the trainings, you are able to access your transcript of completed courses.

31. To access your transcript, return to the main OCCRA page.

32. Click your name in the upper right-hand corner, then click “Profile”.



33. Click on the “Reports” tab

34. Click “CDA Area Report”

35. Save the PDF to your computer and send it to [tamara.hall@renhill.com](mailto:tamara.hall@renhill.com).